

Welcome to Oklahoma Christian School

Dear Families,

OCS purposes to affect lives for the Kingdom of God. The passion of Jesus was to do the Father's will. Without question, our best days here at school will be when we are truly striving to glorify God.

This booklet is a guide to help us work together along the way. The true WAY to fulfill our mission is Jesus Christ. My prayer for OCS students is to have the heart and mind of Christ.

May Christ be evident in our character. Character and a sense of personal honor in what we do will always serve the Kingdom of God more than rules and policies. Even so, this handbook helps communicate the order we need as an institution.

And to the students,

I encourage you to become a steward . . . a caretaker. The most important job you have as an OCS student is to guard your attitude. A positive/selfless attitude will not only make school a greater experience for those around you, but it will make your own days more pleasant and fun.

"Have this attitude in you which was in Christ Jesus . . ."

Dallas S. Caldwell
OCS Headmaster/President



"For this reason, since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of His will through all spiritual wisdom and understanding.

And we pray this in order that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to His glorious might so that you may have great endurance and patience, and joyfully giving thanks to the Father, Who has qualified you to share in the inheritance of the saints in the Kingdom of Light."

Colossians 1:9-12

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TABLE OF CONTENTS

About Oklahoma Christian School.....	5
Academic Requirements	20
Elementary	20
Middle and High School.....	22
Admission	13
Additional Information	52
Attendance	26
Elementary	26
Middle and High School.....	27
Chapel	8
Co-curricular Activities	54
OSSAA Requirements.....	56
Conduct and Discipline	38
Disciplinary Procedures	39
Elementary	40
Middle and High School.....	41
Contact Information	10
School Board of Directors.....	11
Dress and Appearance	29
Elementary	30
Middle School.....	31
High School.....	32
Guiding Principles	6
Lunch Periods and Field Trips	34
Safety and Health	15
Immunization Requirements	18
School Spirit	4
Technology Usage	35
Elementary	35
MS/HS Library-Media Center.....	35
MS/HS Cellular and Electronics.....	36
Authorized Use of Technology Policy	37
To Be Educated	59

INTRODUCTION

OCS Handbook

This handbook is prepared to serve each student and parent with information. OCS students should strive to live in harmony with all rules and in relationships to the glory of God. A student's failure to comply with the policies and procedures outlined in this handbook may then constitute a breach of the contract for enrollment. All policies and procedures outlined in this handbook and/or other supplemental materials you may receive from OCS school leadership may be changed or superseded by school leadership at any time, with or without notice. OCS will make every effort to keep you informed when changes occur. OCS school leadership has the authority to lead, teach, and discipline in areas not specifically addressed in this handbook.

The Pledge of Allegiance

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The Pledge to the Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe."

The Pledge to the Holy Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its word in my heart that I might not sin against God."

OCS SCHOOL SPIRIT

School Colors: Red, White, & Blue

School Pride: OCS exists through the grace of God. The Christian school ministry is a blessing and gift that should give its participants a heart of thanksgiving.

Representing the Christian school as an ambassador of Jesus Christ should be the primary motivation for every SAINT. School spirit grows from humble hearts. School spirit comes as we gain respect because we give respect.

It is imperative for each OCS Saint to embrace the school mission and to represent OCS in an honorable way. OCS is a school of choice. Choose to be a positive part of Saint activities.

School Mascot: The Scripture offers a clear picture of God's attributes for His followers. Our SAINT mascot, SAMSON, is modeled after Paul's description of the "full armor of God." In Ephesians, chapter six and verses 14 – 17 we find this the imagery used to teach Christian their responsibility as Saints, i.e. *ones faithful to God.*

Girding ones loins with TRUTH
Putting on the breastplate of RIGHTEOUSNESS
Shodding ones feet with the preparation of the GOSPEL OF PEACE
Taking up the shield of FAITH
Wearing the helmet of SALVATION
And taking the sword of the Spirit, ... THE WORD OF GOD



ABOUT OKLAHOMA CHRISTIAN SCHOOL

Oklahoma Christian School

Oklahoma Christian School is committed to the service of Jesus Christ. OCS offers love, fellowship and compassion for the student's soul. The high academic standards represent a by-product of the pursuit of excellence across the curriculum.

OCS is committed to educating the whole person. Scripture teaches:

- We are created in the image of God; that God is a spirit and they that worship Him must worship in spirit and truth. Wholeness is spiritual birth; and
- We are made alive in Jesus Christ; though dead in trespasses and sin, the Good News of God is that man has infinite potential (wholeness) through life in Christ.

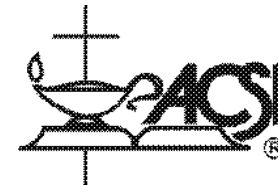
Thus, the first concern in whole person education is the spiritual development of each student. Our desire is that every student who attends OCS will do so in a spirit of joy and peace because of the knowledge that God is in our midst.

OCS History-Our 40th Year

Beginning in 1970, Oklahoma Christian School, Inc. (OCS) was originally known as the "Christian Center School," and was operated as an arm of the Christian Conquest Center Church in Oklahoma City. During the 1974-75 school year, the school became independent of the church and was officially named Oklahoma Christian Schools, Inc. on January 13, 1975.

Accreditation Approvals

Oklahoma Christian School has received the highest level of accreditation from the Association of Christian Schools International (ACSI). This accreditation is renewed every seven years. The ACSI Accreditation Commission is a member of OPSAC (Oklahoma Private School Accrediting Commission) and is recognized by the Oklahoma State Department of Education.



GUIDING PRINCIPLES

Statement of Faith

We believe...

...that “in Him all the fullness of Deity dwells in bodily form, and in Him have been made complete, and He is the head over all rule and authority.” Colossians 2:9-10

...that the Bible is the only infallible, authoritative Word of God and “all scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness that the man of God may be adequate, equipped for every good work.” II Timothy 3:16-17

...there is one God, eternally existent in three persons--the Father, the Son, and the Holy Spirit.

...in Christ’s vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.

...in the necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and in the justification of man by grace through faith in the shed blood of Christ.

...in a future resurrection—the saved unto the resurrection of life and the lost unto the resurrection of damnation.

Purpose

I Corinthians 10:31	<i>... whatever you do ... do to the glory of God.</i>	We believe that the chief end of man is to do all things to glorify God through a personal relationship with Him.
Proverbs 22:6	<i>Train up a child in the way he should go and when he is old he will not depart from it.</i>	We believe that a God-centered worldview and biblical values create the centerpiece of child rearing.
Luke 2:52	<i>And Jesus increased in wisdom and stature, and in favor with God and man.</i>	We believe that children are a gift from the Lord and that they find wholeness in God’s grace and love.
Matthew 6:33	<i>Seek first His kingdom and His righteousness; and all these things shall be added to you.</i>	We believe that a critical directive of Christian education is teaching God’s priorities.
Matthew 22:37-40	<i>You shall love the Lord your God with all your heart and with all your soul and with all your mind . . . You shall love your neighbor as yourself.</i>	We believe that Jesus imparts the greatest truth of the universe.
I Peter 3:15	<i>. . . sanctify Christ as Lord in hearts, always being ready to make a defense . . . for the hope that is in you . . .</i>	We believe that education must encompass the fundamentals of the Christian faith.
Romans 8:29	<i>For whom He foreknew, He also predestined to become conformed to the image of His Son, that He might be the first-born among many brethren.</i>	We believe that education serves a higher purpose than earthly gain.

OCS Mission Statement

Partnering with families in educating the whole person to glorify God

Educational Philosophy

It is the purpose of the school to provide a sound academic education integrated with a Christian view of God and the world. The Bible is clear in stating the principles that underlie Christian education.

The apostle Paul gave a comprehensive principle when he wrote of Christ, “For by Him are all things created, that are in Heaven, and that are in earth . . . and He is before all things and by Him all things consist” (Col. 1:16, 17).

The apostle John said, “All things were made by Him and without Him was not anything made that was made” (John 1:3). Foundational to a Christian philosophy of education is a God-centered view of man and truth found in the Word of God.

The purpose then of Christian education is to reveal God and to bring the student into conformity with God’s revealed will. The authority for such an education comes from God’s command that children be taught to love God with all their hearts, love their fellow man, and conform to the image of Jesus Christ.

An Interdenominational School

OCS is an interdenominational Christian school. The most fundamental doctrines of faith are foundational to every aspect of the school. While the school teaches respect and allowance for the beliefs and traditions of various Christian denominations, OCS remains dogmatic about the doctrines listed in the Statement of Faith.

The school is financially independent of any one denomination or congregation. The budget is funded primarily by parents through tuition and gifts. The school also receives gifts from alumni, friends of the school, local congregations, grandparents, and local businesses.

CHAPEL

OCS Chapel Program:

OCS chapel is the heartbeat that moves the spiritual lifeblood of our school community. It exists for the purpose of corporate worship to reaffirm our commitment to God and each other. Chapel serves to teach and remind us that we are here to glorify God in truth, unity, inspiration, and encouragement.

OCS CHAPEL MISSION STATEMENT:

The mission of OCS chapel is to provide a worship experience which cultivates interdenominational unity, inspiration, encouragement and truth.

Interdenominational Unity:

At the core of the Gospel of Christ is redemption. This quality --- "making right" --- will compel our worship experiences to build strong relationships in the student body and staff. This harmony is created when we recognize and respect the differences of the many denominations represented at OCS, and pursue the fundamental issues that we affirm as Christians.

"... for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ."

Ephesians 4:12-13

Inspiration:

Inspiration comes in many forms. We recognize that people are inspired in many different ways. Inspiration is stimulating the emotions to feel, it also **provokes the mind to think**. We are to be transformed as children of God by the renewing of our mind (Romans 12:2).

Therefore the chapel program must not shrink from an obligation to inspire with content and spiritual substance. *"...love the Lord God with all your heart, with all your soul and **all your mind**."* Deut. 6:5

Encouragement:

Ideally the OCS chapel program encourages and fosters the glory of Jesus Christ. It is not enough to encourage the individual student toward self fulfillment and personal gratification. Biblical encouragement is based on authenticity, freedom, and greater love for God and others.

In a personal sense the OCS chapel program can present a Biblical message of refreshment. How does God comfort a person?

- Promises (His Word)
- Prayer
- Worship
- Communion
- Solitude
- Fellowship

Truth:

Bible classes tend to be intellectual with academic accountability. The chapel program will strive to create a more relaxing, "softer" approach to feeding the soul and nourishing the spirit. The chapel program will pursue discipleship and equipping areas not done in the classroom. *"Sanctify them in truth: thy word is truth."* John 17:17

Student Responsibilities in Chapel:

A student enrolled at Oklahoma Christian School accepts the responsibility of participating in the OCS chapel program. Students are to engage Chapel as a significant experience in their whole person development while attending OCS. In keeping with the mission of OCS, the chapel program will be held as a part of the required curriculum. Attendance is required.

Chapel services are held weekly.

We encourage parents to follow up these activities with a question-and-answer session at home. This session can serve as an extension of what the teachers are doing to provide the students with extra training in using the Bible.

Chapel Schedule

Wednesdays:

Grades 2 - 4	8:15 a.m. - 9 a.m	HS auditorium.
Pre K-Grade 1	9:10 a.m.-9:40 a.m.	HS auditorium
Grades 5 – 8	10:30 a.m.-11:15 a.m.	HS auditorium
Grades 9 – 12	11:45 a.m.-12:30 p.m.	HS auditorium

CONTACT INFORMATION

OFFICES AND PHONE NUMBERS

<u>HEADMASTER/PRESIDENT</u>	341-2265
Dallas Caldwell	ext. 108
<u>HIGH SCHOOL</u>	341-2265
Keith Campbell, Principal	ext. 105
Mark McBride, Assistant Principal	ext. 106
Sharon Jones, Academic Dean	ext. 126
Kathy Hermansen, Administrative Assistant	ext. 103
Kelly Carpenter, Administrative Assistant	ext. 101
<u>MIDDLE SCHOOL</u>	341-2265
Michael Hawkins, Principal	ext. 119
Karen Stillwell, Administrative Assistant	ext. 117
Denise Childress, Administrative Assistant	ext. 117
Lori Kress, Director of Student Development	ext. 131
<u>ELEMENTARY</u>	341-2265
Donna Leadford, Principal	ext. 112
Patty Woodbridge, Administrative Assistant	ext. 110
Vicki Linville, Administrative Assistant	ext. 120
<u>BUSINESS OFFICE</u>	341-2265
Linda Catania, Business Manager	ext. 109
Kim Qualls, Administrative Assistant	ext. 115
Janet Anderson, Accounts Payable	ext. 114
<u>ADMISSION OFFICE</u>	341-2265
Charlotte Marcus, Admission Director	ext. 116
Kristi Merritt, Administrative Assistant	ext. 128
<u>DEVELOPMENT OFFICE</u>	341-2265
Jeanean Castle, Director of Development	ext. 107
<u>ATHLETIC OFFICE</u>	341-2265
Christy Tebow, Athletic Director	ext. 122

Fax Numbers

Business Office	341-4710
High School Office	330-7615

School Address

There is no U.S. Postal Mail service to our street location, only UPS, Federal Express, etc. Mail will be returned by the post office to sender or greatly delayed if mailed to our street address. **Always include the staff member's name on the label.**

Postal Address:	Site Location:
P.O. Box 509	4680 E. 2 nd Street
Edmond, OK 73083	Edmond, OK 73034

Website Address: www.ocssaints.org

OCS Staff E-mail: (First initial and last name)@ocssaints.org

School Closures

Oklahoma Christian School will strive to determine school closing due to inclement weather by 6:30 a.m. on the day in question. To determine whether OCS will not be in session, visit the OCS website: www.ocssaints.org. Television channels 4, 5, 9 & 25 will be called if school will be closed. It is likely, but not a given, that OCS will close if Edmond Public Schools close due to inclement weather.

If it is impossible for your child to get to school on bad weather days, and if you inform the office of this fact, their absence may be excused. However, if school is already in session, we expect the student to remain in class.

SCHOOL BOARD OF DIRECTORS

The Oklahoma School Board of Directors is the guardian of our mission. It manages the property, affairs, and business of OCS. All directors have children currently attending OCS. Each spring, the Board Nominating Committee manages the Board of Director application process by accepting recommendations and applications. Board positions are filled by a prayerful process based on the candidate's abilities, background and experience to give the Board balance. Each Director holds office for 2 year terms, not to exceed 6 consecutive years. The Board of Directors hires the Headmaster and the Headmaster administrates the school.

OCS FOUNDATION BOARD

Chairman	Jack Gilchrist
Vice Chairman	Roddy Bates
Executive Committee Chair	Terry Feix
Headmaster/President	Dallas Caldwell
Secretary	Amy Wood
Treasurer	Linda Catania

Members at Large

Lori Champlin	Bill Stewart
Kenny Thomas	Randy Kamp
Brent Wilson	Tracy Markum
Steve Chesher	Jeff Lewis
Steve Rice	

OCS Foundation

Oklahoma Christian School is dependent upon parents and friends to financially support the ministry of our school. Tuition and fees do not fully fund its educational programs, and the school must solicit additional gifts annually to balance the budget. Some businesses are willing to provide matching contributions to OCS. The OCS Foundation also receives gifts for the school. For more information, contact Jeanean Castle at 341-2265 ext. 107.

OCS FOUNDATION BOARD

President/OCS Headmaster	Dallas Caldwell
Chairman	Robert Ford
Vice Chairman	Mark Hitchcock
Treasurer	Linda Catania
Secretary	
Director of Development	Jeanean Castle
Members:	Dean Nelson
	Gayle Smith

Saints Parents Organization (SPO)

All OCS families are encouraged to become involved in The Saints Parents Organization (SPO). The SPO functions with its own Board in unity with the policies and philosophies of the school, and works to meet needs at the school.

The SPO has its own page on the school website, www.ocssaints.org. Click on Support OCS, then parent organizations on the drop down list, then parent organizations from the side bar, then Saints Parent Organization.

In addition, the SPO operates the Spirit Store. All proceeds support the school.

The Barnabas Club

OCS families who are particularly interested in co-curricular activities are encouraged to become involved in The Barnabas Club. This booster organization seeks to support the many activities and sports that take place outside of the traditional classroom. The Barnabas Club functions with its own Board in unity with the policies and philosophies of the school. They work to help meet needs of the co-curricular activities, enhance opportunities and encourage personnel / students.

The Barnabas Club has its own page on the school website, www.ocssaints.org. Click Support OCS, then parent organizations on the drop down list, then parent organizations from the side bar, the on Barnabas Club.

ADMISSIONS

The Oklahoma Christian School Admission information and packet can be viewed and downloaded from the OCS website, www.ocssaints.org, by clicking on **Admission**.

Admission Criteria

Spiritual Requirements

1. Parents must desire a Christian education for their children and willingly support the school's spiritual goals and objectives.
2. One parent must be a professing believer in Jesus Christ as their Savior.
3. Freshman - Seniors being admitted must profess to be Christians and be able to give a personal testimony of their faith.
4. Students in grades 7-12 must sign an agreement to abide by the policies and expectations stated in the OCS Parent/Student Handbook. Parents must indicate willing support of the school's goals and objectives.
5. The school will consider an applicant's church involvement and attendance. Pastoral references (or youth pastor) are required in grades 5th-12th.

Academic Requirements

1. Cumulative GPA must be 75% or above in academic courses. Exceptions can be made only on the approval of the Admission Committee.
2. Student must maintain a 70% or 2.0 GPA in Middle School and High School.
3. Careful assessment is made of all academic progress and the results of the entrance assessment test.
4. The school will not accept incoming seniors during the second semester.

Behavioral Requirements

1. Student must be in good standing with current school (attendance, discipline record, etc.).
2. Students with prior drug, alcohol, or other such problems must have successfully completed (including being 100% drug and alcohol free) a full semester in a regular school program prior to being admitted to OCS.
3. Students who have been expelled from any other school will not be admitted to OCS.
4. All references will be considered.
5. Student must want to attend OCS.

Priority of Admission

1. Returning students in good standing.
2. Siblings of students who are currently enrolled at OCS, alumni's children, children/grandchildren of former/present OCS employees.
3. Students with a reasonable chance to succeed academically, socially, and spiritually.

Notice of Nondiscrimination

Oklahoma Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic, and other school-administered programs.

SAFETY AND HEALTH

Financial Aid

Financial aid to assist in tuition is available to patrons. The yearly budget of the school, as set by the Board of Directors, will determine the amount of money available for financial aid. Patrons interested in applying for financial aid must complete an application (available through the Business Office), and submit it with the processing fee to the agency address listed on the application. A copy of the agency assessment will be mailed to the Business Office.

Monetary gifts may be donated to the financial aid budget for patrons. These non-designated, unnamed donations will be receipted as a tax-deductible contribution. Monetary gifts may also be donated to a particular patron's account, but will not be receipted as a tax-deductible contribution, as decreed by law.

Per OSSAA rules, students who receive designated gift money cannot participate in OSSAA sporting events.

Records

A student's records are open for inspection by the student, his parents or guardian, school officials, and certified employees of the school. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age.

Student files should include the following:

- OCS required enrollment forms
- Immunization records
- Copy of the birth certificate
- Academic records (including records from school formerly attended)
- Various testing results

A child's student status will be suspended until all necessary records (e.g. immunization, etc.) have been furnished to the school or brought up to date.

Grades will not be released to another school or at the end of the year until all bills (e.g. tuition, library fines, etc.) are paid in full and all athletic equipment has been checked in. Records of violations of our drug policy will be destroyed upon graduation.

Enrollment Contracts for the Following Year

Contracts for the following school year are mailed to parents each spring. Please return them promptly to assure your child a place in the school for the next year.

Facilities

The OCS campus is comprised of four buildings. The elementary building houses the elementary offices, principal and grades Pre-K to 4th. The student center houses the cafeteria, band room, practice gym, athletic trainer's office, and 5th-6th grade classrooms. The middle school houses the middle school offices, principal, OCS gymnasium, high school science and 7th-8th grade classrooms. The high school building includes the administrative offices for the headmaster, admissions, business office, development/foundation office, athletic director, high school office, principal and 9th-12th grade classrooms.

1. No students should be in either OCS gym before school, during the lunch period, or after school without prior permission from the administration
2. Students are not to be upstairs in the HS building or the hallways and classrooms of the high school and middle school buildings during lunch.
3. Students are not to be in the gym in the student center before 7:30 a.m. All other elementary buildings and rooms are closed until 7:50 a.m. Students are not to be in the elementary school buildings after 3:05 p.m.
4. Those who desire meetings before school, at lunch, or after school must obtain permission from the teacher or office.
5. Students are not to be in the high school and middle school buildings after 4:00 p.m. unless they have permission from a principal or a teacher.
6. The mishandling of gum shows disrespect for our facilities, therefore, sticking gum under desks/tables, on the carpets/floors, etc...is considered vandalism and will result in disciplinary action. (see page 51)

Security/Visitors

1. School personnel shall have access to school lockers, desks and other property on school grounds in order to properly supervise the welfare of students. School lockers, desks, backpacks, etc. may be opened and examined by school officials at any time and no reason shall be necessary for such search.
2. The campus is off limits to anyone without proper authorization from the Principal, whether visiting classrooms or other areas of the school. All visitors at the school must check in at the office and obtain a visitor sticker to wear for permission to remain on school property. All authorized visitors should conform to OCS rules regarding dress and behavior.
3. Having friends visit during class time is not allowed. We ask you to bring friends to visit at school activities rather than the normal school day. The Principal will make any exceptions.

Reporting Concerns

1. Students with concerns regarding safety should immediately inform OCS personnel.
2. OCS is drug-free and prohibits guns, knives, and other harmful weapons. Any violation observed by a student or parent should be reported immediately.
3. Parents who observe items which may appear to be a threat to campus safety and security should call 911 and alert school personnel.

Lockers and Locks

1. Each student will be assigned a locker at the beginning of school.
2. The school is not responsible for articles taken from lockers.
3. The school may remove locks that are not reported to the office. The school will not replace these locks.
4. Students who use combination locks should not give their combination to other students. Combinations are personal, so only know your own.
5. Do not get into other students' lockers.
6. Students MAY NOT change lockers with another student without permission from the middle school or high school offices.
7. Students will be responsible for any damage to the lockers. All items must be removed from the locker at the end of the school year. Students will be responsible for cleaning any and all stickers from inside of the lockers.
8. Failure to clean out lockers at the end of the school year is fined \$10.00 and a hold will be placed on the grades until it is paid.
9. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose.

Parking

1. Students are to park only in the north parking lot of the high school in their assigned spots. **There is no parking around the high school building, around the middle school/Gym building or in the parking lot behind the elementary or student center buildings at any time by students -- not for one class, during lunch, or anytime during the school day.** Parking in off-limit parking areas like those mentioned above could result in KP and/or loss of driving privileges
2. Parents are to park only in the parking lot in front of the elementary building or in visitor spaces in front of the high school building. Numbered spaces in front of the high school building are reserved.

Vehicles

1. Vehicles driven to school by students must be registered in the high school office. Registration will include the vehicle make and model, color, and tag number.
2. No student may drive on campus without a valid driver's license.
3. The speed limit is fifteen (15) miles per hour (MPH) on the school grounds.
4. Students are not to drive during normal school hours (8 a.m. to 2:50 p.m.) behind or around the high school, middle school or student center.
5. No one is to drive on the road between the elementary and student center during the school lunch time – 10:00 a.m.-1:00 p.m.
6. Reckless driving of any type in the general area of the school will not be tolerated.
7. Students will not be allowed to sit in parked cars on the school grounds at any time. This includes during school events, as well as during the school day.
8. In case of an accident on school grounds, all involved parties are to report the accident to the Administration.
9. Motorcycles are to observe the same speed and handling limits of any vehicle. Absolutely no accelerating to the degree that the front wheel clears the ground while on school property.
10. Excessively loud music is not to be played while on school grounds. Students are to lower the volume on their car stereos as they enter campus and keep it low while on campus.

Violation of any vehicle regulations may result in a student losing on-campus driving privileges or suspension

Activity Trips

The student must go and return in the vehicle provided by the school unless they make special arrangements with the person in charge of the activity. Students who represent the school or who accompany school groups to other towns are subject to our behavioral guidelines.

Bus Transportation

All students who ride OCS school buses for any reason are required to comply with the following rules. Infractions of these rules may be reported to the Principal.

1. A passenger is expected to be courteous and respectful to the bus driver and fellow riders and should observe proper etiquette and behavior.
2. Keep the bus safe by keeping it clean. Use the trash box.
3. Keep head and arms inside the bus. A sudden stop or tree branch could cause injury.
4. Throwing objects out of the bus windows is not allowed.
5. "Horseplay" is not permitted in or around buses.
6. Damage to the bus should be reported to the appropriate Principal or Director of Transportation. Damage to the seats and other equipment must be paid for by the offender.
7. A student should never tamper with the emergency door on the bus.
8. In the event of an emergency, students are to remain in their seats unless the driver or responsible person gives other instructions.
9. A student should know and understand the bus evacuation plan.

Non-Bus Transportation

A staff member or school volunteer may transport a student or group of students in his/her own car for school related purposes only if he/she has standing authorization to do so or with special permission by the principal covering the specific trip.

Persons with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. Only properly registered and insured private vehicles may be used with licensed drivers.

When transporting students, all occupants must wear seat belts and they must be transported in the passenger compartment of the vehicle. Drivers may not transport more passengers than the number of seat belts in the vehicle.

Oklahoma Christian School does not have insurance or special liability coverage for private vehicles. Insurance coverage is the responsibility of the owner of the private vehicle.

Insurance

Insurance is at the discretion of the parents. OCS provides no student accident insurance.

Accident, Illness or Injury

In the event of an accident, illness or injury occurring at school, the student should notify their teacher immediately. Parents will be notified if a student becomes ill at school and needs to leave campus. Please be sure that the school office has an emergency number for each student. In the event that a student must leave campus, the student **must sign out through the closest office.**

Please be alert to your child's health. Never send a child to school who has more than 100 F fever, vomiting or diarrhea. Students should be free of any fever or other symptoms for 24 hours before they may return to school.

Immunization Requirements

Students must present proof of immunizations before entering school. If immunizations are not complete, or if alleged immunizations are not confirmed before school begins, students will not be allowed admittance to school until the requirements are met. The vaccinations required by law are:

Immunization Required	Pre-K	1st-12th
DTP #1	X	X
DTP #2	X	X
DTP #3	X	X
DTP #4	X	X
DTP #5		X
Hepatitis A #1	X	X
Hepatitis A #2	X	X
Hepatitis B #1	X	X
Hepatitis B #2	X	X
Hepatitis B #3	X	X
Mumps	X	X
Measles/Rubella #1	X	X
Measles #2		X
Polio #1	X	X
Polio #2	X	X
Polio #3	X	X
Polio #4		X
Varicella*	X	X

*Or a statement that the child has had the Chickenpox.

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting a form to the school.

Medications

When at all possible, plans should be made to administer medications before leaving home in the morning, immediately after school and before bedtime (this applies to medications prescribed for three times each day).

If a student is required to take medication during school hours a designated school employee may administer the medication as follows:

1. **Prescription medication to be given longer than ten days** must be in a prescription vial with student's name, physician's name, name of medication and directions for administration. The school must have a signed physician's statement and parent or guardian statement.
2. **Prescription medication to be given less than ten days or as needed** may be administered only with a written request and permission from the parent or guardian. Prescription medication must be in a prescription vial that indicates the authorizing physician's name, the student's name, the name of medication and directions for administration. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
3. **Nonprescription medication or "over-the-counter" medication**
When situations arise that would require the dispensing of a nonprescription medicine such as Acetaminophen or Ibuprofen, the student will be required to obtain permission from the parent or guardian. The parent must give verbal or written permission to the designated school employee.
4. Forms for **Parental Authority to Administer Prescription Medication** are available in the school office.

ACADEMIC REQUIREMENTS

GENERAL INFORMATION

Report Cards

1. Report cards will be issued at the end of each Semester for 5th – 12th, and quarterly for Elementary.
2. Parents are urged to confer with the teachers when there is a question concerning these report cards or the grades of the student.
3. Parents can see and print semester report cards through RenWeb. The end of the year standardized test scores will be mailed unless a financial hold is on the account. Students' financial account must be current to release official academic records.
4. Parents are encouraged to utilize RenWeb to monitor students' grades and progress.

Textbooks

Textbooks will be issued and charged to the student through the Business Office. At the end of the year, used books may be credited to the student's account based on condition of the book; however, damaged books may be refused. If a book is lost, the student will incur the cost of replacement. **Everything should be labeled with student's name.**

ELEMENTARY SCHOOL

Age Requirement for Attending School

Testing is required for all new students. Kindergarten placement depends on maturity and readiness of the child. A child must be four years of age by September 1 before being allowed to enroll in Pre-Kindergarten. A child must be five years of age by September 1 before being allowed to enroll in Kindergarten. A child must be six years of age by September 1 before being allowed to enroll in the First Grade.

A copy of the birth certificate is required for all students enrolling at OCS for the first time.

Grading System – Pre-Kindergarten

- + = Outstanding
- ✓ = Satisfactory
- = Needs Improvement

Grading System- Kindergarten and 1st Grade

- + Meets expectations at this time
- ✓ Progressing
- Needs Practice
- X Does not apply at this time

Grading System – Grades 2 to 4

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
0 - 59	=	F Failure - no credit earned
I	=	"Incomplete" grade. An "incomplete grade" must be made up within two weeks after the close of the grading period in which the "I" is received. The incomplete grade will be recorded as an "F".

Homework/Makeup Work Pre-K to Grade 4

At OCS we believe that homework must provide a distinct purpose and this is to develop accountability and responsibility. We do not believe in giving homework for the sake of giving homework. Homework reinforces the classroom instruction and requires discipline, both of time and of energy.

Penalty for Late Work

- * Eleven points will be deducted the first day an assignment is late.
- * Eleven points will be deducted every day thereafter.
- * After a week a zero will be given.
- * Late work due to an excused absence such as sickness and/or vacation will be dealt with on an individual basis. Generally, a student will be given one day to make up work for each day they were absent.

1. If a student is absent more than one day, a parent may request the child's homework.
2. Requests for homework should be made by 9 a.m. Every effort will be made to have the assignments ready by the end of the day. It is the parent's responsibility to pick up the homework at the elementary office.
3. All make-up work and tests will be given at the convenience of the teacher. The student shall receive full credit for make-up work unless it is turned in past the deadline stated above.
4. If the student is absent due to suspension, the work missed must be made up. Should tests or quizzes be given during the day or days of suspension, the student will be expected to take them on the day of the student's return.

Parent-Teacher Conferences

There is a required Parent/Teacher conference at the end of the first 9 week period for all students in Pre-K through 4th grades.

MIDDLE SCHOOL and HIGH SCHOOL

Grading System – Grades 5 to 12

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
0 - 59	=	F Failure - no credit earned
I	=	"Incomplete" grade.

An "incomplete grade" must be made up within two weeks after the close of the grading period in which the "I" is received. The incomplete grade will then be recorded as an "F".

Graduation Requirements

OCS requires the following credits for graduation:

College Preparatory

Bible*	½ to 4
Civics	½
Economics	½
English	4
Fine Arts	1
Foreign Language	2
Government	½
Math	4
OK History	½
Science	4
Technology	1
U.S. History	1
World History	1
<u>Electives</u>	<u>5 to 9</u>
Total	24

*Bible is required for each semester at OCS

REMEMBER: It is the responsibility of each student to keep track of his graduation credit needs. Be sure to check with the Academic Dean if you have questions regarding your graduation status.

OCS does not permit students to graduate early.

At the time of graduation, if a student is failing no more than one (1) credit hour or is deficient in no more than one (1) credit hour, the student will be permitted to participate in graduation ceremonies, but a diploma will not be given until OCS receives a final passing grade from an approved accredited school.

Colleges have various entrance requirements. Be sure and check with your counselor or the college in question regarding specific college requirements.

Many seniors who plan to attend college qualify for a number of scholarship opportunities. Seniors should also check periodically with the Academic Dean for scholarship information.

Honor Roll—Grades 5-12

1. The Headmaster's Honor Roll is made up of students making a 4.0 GPA.
2. The Principal's Honor Roll is made up of students making a 3.5-3.99 GPA.
3. If the integrity of the grade is compromised, the student may be disqualified from the honor roll.

Academic Probation

A student in grades 5-12 whose grade point average drops below 73% or 2.0 GPA in the four core subjects (English, Math, Science, Social Studies) for any 9-week period, will be placed on academic probation for the following 9-week period. The core GPA must be raised to 73% or 2.0 GPA by the end of the probationary period. Failure to do so will result in dismissal from school. The school notifies parents if their student is placed on academic probation. If probation occurs during the 4th 9-week period, the student may attend summer school to raise his/her grade.

Homework/Makeup Work for Grades 5 - 12

Homework will be determined by the teaching professional. Homework is considered a part of the student's grade.

1. Homework assignments can be accessed on [RenWeb](#) or by clicking on the link at www.ocssaints.org.
2. **Students are responsible for obtaining missed assignments from their teacher(s).**
3. Students will be allowed one day for each day missed up to five (5) days to make up work missed during absences. After five days, the teacher and Principal will decide upon requirements for make up work.
4. Work or tests assigned prior to the absence which fall due the date of the absence or the day the student returns to class should be turned in or taken the day of the student's return.
5. If a student deliberately misses school without parental knowledge or permission or is on suspension, then the work missed must be made up with the possibility of the grade being lowered at the discretion of the teacher. Any projects or assignments due on the day of the "cut class" will be marked late and may receive a grade penalty.

Semester Exams for Grades 7 - 12

Semester exam test dates are listed on the school calendar and on the website www.ocssaints.org.

No student will be allowed to leave his or her examinations early except by special permission from the Principal or Academic Dean. **No exam will be administered prior to assigned test dates.** Students may arrange to take tests late for a \$10 fee per test.

Semester Exams:

1. First semester exams are mandatory in grades 7 - 12. They will be given on designated test days and be one and one-half (1½) hours in length. They must be comprehensive exams. (If school is closed due to weather on a final test day, the tests will be given the first day back.)
2. Second semester exams are mandatory in grades 7 - 11. They will be one and one-half (1½) hours in length. They will be comprehensive exams, and may include material from the first semester.
3. Exemption Policy: Seniors may be exempt from taking their second semester exams if they meet the following grade/attendance requirements for the second semester:
 - Grade of A and no more than three (3) unexcused absences.
 - Grade of B and no more than two (2) unexcused absences.
 - Grade of C and no more than one (1) unexcused absence.Participation in school related activities such as field trips, athletic contests, scholastic tournaments, etc. would not count against exemptions. A doctor's note is not a guaranteed excused absence, however, they will be considered. Suspensions, either in-house or out of school, will be counted against the exemption attendance requirements.
4. Seniors having no second semester exams on a given day are not required attend school. Only students taking exams are allowed on campus during exam times.
5. The semester exam will be weighted 20% of the total semester grade for high school students.

GPA/Class Ranking/Valedictorian/Salutatorian

For competitive honors such as Valedictorian, Salutatorian or Class Rank, an accumulative numerical average will be rounded to the nearest 1/100th place. If no honors courses have been taken, the process stops here. If honors courses have been taken, they will be reflected in the final numeric average (five (5) points will be added for each Honors semester before the numbers are averaged).

- 1) Class rank will be determined by weighted numerical grade averages through seven (7) semesters. Home school grades are not used in calculating GPA's for ranking purposes. For class rank purposes, grade points with .02 difference or less will be considered a tie and awarded the same rank. The next person ranked is given the number that would be awarded if each person ranked above him/her had not received a tie. (Example: Two students are ranked 5th, the following student is ranked 7th.)
- 2) The following requirements must be met to graduate with **Valedictorian** honors:
 - A. Have earned a 4.00 (all A's) on a 4.00 scale in grades 9-12, which must include ten (10) Honors courses.
 - **OR** --
 - B. Have the highest overall weighted numerical average of the class, which includes ten (10) Honors courses;
 - **OR** --
 - C. Not qualify under "A" but have earned a weighted numerical average higher or equal to any student qualifying under "A", which includes ten (10) Honors courses.
- 3) The following requirements must be met to graduate with **Salutatorian** honors:
 - A. If there is more than one Valedictorian named, there will not be a Salutatorian named.
 - B. If only one Valedictorian is named, the second highest weighted numerical average will be named as Salutatorian.

Transcripts

Students requesting a copy of their transcript should consult the high school office. Processing of a transcript may take two (2) days. If there is an outstanding balance (tuition, sports equipment, cafeteria, library, or book fees, etc.), the transcript will be unavailable until billing is current.

ATTENDANCE

ELEMENTARY SCHOOL

Attendance Policy for Pre-K to Grade 4

Inclement Weather: Students will be kept in their classrooms. Flags will be hung to notify parents to come to the classroom to get their child. This information will also be posted on the school website (www.ocssaints.org) by 1:30pm .

All Students should leave immediately when dismissed. No loitering in the building, restrooms or on the playground or around the water areas. Please make plans to have your child picked up from school no later than ten minutes after school is dismissed.

1. If a student has more than nine (9) absences, excused or unexcused, the parents will be notified by the School Administration. A parent conference may be called for a conference to discuss the child's absences.
2. If a child's absences total fifteen (15) for the year, a conference will be called to determine if the child will be allowed to advance to the next grade level. Serious illnesses or other reasons a child may miss a great amount of school will be reviewed on an individual basis.
3. Students arriving late to school, leaving school early or returning to school during the day must check in or out of the office.
4. Students should remain at home when they are contagious or ill to the point that school productivity is not possible. If parents determine their child should remain at home, they should notify the Elementary School office of the absence as soon as possible, preferably by 8:15 a.m. Messages may be left on the school voice mail by calling 348-9313.

Tardy Policy for Pre-K to Grade 4

For a smooth beginning of the school day, every effort should be made for students to be at school on time. Students who have not arrived in their classroom by 8:00 a.m. are considered tardy. At the PK-4th grade level, there are no excused or unexcused tardies. Extreme weather conditions or other rare incidents may provide an exception to the tardy policy as determined by the Administration.

Parents will be notified after nine (9) tardies per semester. A conference may be called and recess or after school detention may be deemed appropriate.

For attendance requirements, three (3) tardies equal one (1) absence.

Perfect Attendance: Pre-K to Grade 4

Students will be rewarded for perfect attendance. In order for a child to receive credit for being at school, they must be present a minimum of 4 class hours per day. For purposes of perfect attendance, three tardies equal one absence.

Planned Absences

To support academic success and reinforce the importance of school attendance, family trips should be planned during school holidays if possible. In the rare event a family needs to remove their child from school for a trip or other family reason, parents should notify the Elementary Principal. Please provide the school office at least one week's notice to provide assignments in advance. Because the pace of a class is often adjusted as learning progresses, assignments cannot be given for longer than a week. Assignments will be expected to be completed upon a child's return to school.

MIDDLE SCHOOL and HIGH SCHOOL

Attendance Policy for Grades 5 – 12

1. Classes for grades 5-6 begins at 8:00 a.m. and dismiss at 2:50 p.m.
Classes for grades 7-8 begins at 8:00 a.m. and dismiss at 3:00 p.m.
Classes for grades 9-12 will begin at 7:50 a.m. and dismiss at 2:50 p.m.
2. Students should arrive at school no later than five (5) minutes before the first class begins.
3. If a student must be absent from school, the parents should call the school or leave a message on voice mail before school hours. The numbers to call are:
HIGH SCHOOL OFFICE 341-2265, press 103
MIDDLE SCHOOL OFFICE 341-2265, press 117
4. If a student has more than nine (9) absences per class per semester, they will lose credit for that class for the entire semester. However, they must continue to attend the class while they are at school until the semester is over. The office will notify parents by letter when a student has five (5) absences recorded in a class. Three (3) tardies equal one (1) absence in a class and will be counted toward the nine (9)-absence limit.
5. If a student has more than nine (9) absences in a class, After School Detention (ASD) may be required (one (1) hour per class hour missed over nine (9) absences) before credit can be received in a class. An assignment pertaining to that class will be due and a charge of \$10 per hour will be assessed to pay the faculty on duty.
6. After 15 absences for any combination of reasons (excluding school related activities) an appointment between a parent and the principal must be set up.
7. Credit will not be given in a class for more than twenty (20) absences, excused and unexcused, not including school related activities, without a written appeal to the principal.
8. To achieve perfect attendance, a student must have attended school every day at a minimum of four class periods per day.
9. College Days: During his/her senior year, a student may have one excused college day per semester with proper documentation. No college days may be taken after May 1. Students should notify the office three days in advance and must obtain a form in the school office. If a student is on a college day, he/she is not allowed on the OCS campus during school hours.

DRESS AND APPEARANCE

Attendance Reporting Procedures for Grades 7 – 12

1. Absences are recorded and counted within each missed class.
Excused absences are school-related or school-sponsored activities (e.g. athletic events, scholastic tournaments, field trips, etc.) and doctor's appointments with documentation from the physician. All other absences are considered unexcused.
Unexcused absences MUST have a parent's acknowledgement of the student's absence. Unexcused absences without a parent or guardian's permission will be made up in After School Detention and are subject to the penalties associated with skipping class per the teacher/principal's discretion.
2. If students must leave school for part of the day, they should bring a note to the office or have their parent call on the day the absence is to occur. The note must include:
 - The reason for leaving school.
 - The time the student is to leave and approximate time of return.
 - The parent/guardian signature and the date.
3. A high school student who must leave during a class period must acquire a permission slip from the office **prior** to that class period so the teacher will know to let them leave on time. Students will not be allowed to leave class without having first checked out through the office before the class period.
4. **Middle school** students will not be allowed to leave class unless sent for by the office.
5. **Students arriving late to school, leaving school early, or returning to school during the day must sign in and out through the office.**

Tardy Policy for Grades 7 – 12

Three (3) tardies per class per hour equals one (1) absence. NOTE: Weather conditions or other obvious occurrences will provide exceptions as determined by the principal. Tardiness to class results in DL until the student has accumulated a total of eight (8) tardies. After eight (8), the student will serve KP for additional tardies.

Dress is personal. Dress is cultural. Dress, in and of itself, is not spiritual.

The dress code is not intended to measure spirituality, rather to foster the academic and character development of the students. To this end we have sought to establish a dress standard that promotes the principles of harmony, pride, modesty, cleanliness, and appropriateness.

Dress code is simply a standard for everyone to follow. When a student body simply follows the rules and expectation, the result is a better working atmosphere for everyone.

Because fads in dress and grooming are subject to sudden, and sometimes radical changes, a basic rule to remember is that students' dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to detract from the classroom environment. We encourage you not to draw undue attention to yourself through dress. Final determination of acceptable dress and grooming rests with the administration and cannot be appealed.

Any student considered to be dressed contrary to the following regulations (except on specified days) may be denied attendance until this condition is corrected. Based on the circumstances and discretion of the office, time missed as a result of this will be considered unexcused and the student's privileges will be affected accordingly.

>Harmony - The Christian school strives to create an atmosphere with focus on the business of learning and charitable relationships. Adherence to dress code creates harmony as we strive to simply follow guidelines and work together. The scripture states that we are to "*do all things without complaining*" (Philippians 2:14). A positive response reflects well on both student and school.

>Pride - There are two sides of this coin called pride. On the one side is a healthy esteem for oneself as a child of God; a person whose confidence comes from doing right, moral living, and respect for fellow man. The other side of this coin is a self-interested, selfish pride that becomes indifferent to others. A pride, which is rebellious against standards and rules, becomes disruptive and contentious.

>Modesty - Modesty is defined as unassuming or humble behavior; not vain; not forward; chaste, decent, and not displaying one's body inappropriately. This is very difficult to define in a society that places such a strong emphasis on the youthful, beautiful body. Students may lack the maturity and judgment to always display modesty. Thus, we have dress code.

>Cleanliness - We can assume that the idea of being clean is the easiest to agree upon in our society. The notion of cleanliness also carries the idea of having clean habits. It is right that we teach cleanliness in appearance in every area, from the cloth/fabric we drape on the body, to personal practices and ways of grooming ourselves.

>Appropriateness - What is appropriate at a casual event, such as the pool, is altogether different from what may be appropriate at a formal event. It is appropriate to ask students NOT to wear clothing that is distracting in the Christian school. This is where students come to work.

GENERAL DRESS CODE

Our desire is to create an atmosphere which is honoring to God and conducive to learning. There are a number of elements which are essential to maintaining that atmosphere. Proper student attire is one of them.

Designated formal dress days will occur on Wednesday, whether or not chapel coincides.

ELEMENTARY SCHOOL

Formal Dress for Pre-K to Grade 4

Girls' Formal Dress Day Attire:

- Girls may wear skirts, dresses or DRESS PANTS (no denim or shorts) with a nice shirt/blouse/sweater/jacket.
- Skirts and dresses MUST be touching the kneecap, not above the kneecap.
- No rubber flip flops on dress days.
- Slits in skirts/dresses are not to exceed 1" above the knee.
- Shorts must be worn under dresses.

Boys' Formal Dress Day Attire:

- Nice jeans or dress shorts may be worn.
- A collared shirt must be buttoned and tucked in at all times.
- No sweatshirts or oversized shirts (such as polar fleece pullovers/jackets) may be worn on dress days.
- No t-shirts with writing or pictures should be worn under dress shirts.
- Pants with belt loops must be worn with a belt.

Informal Dress for Pre-K to Grade 4

Informal Dress Days(boys and girls):

- Straps on tops MUST be at least 2" wide (if two shirts are worn, one shirt MUST have 2" straps)
- Shorts may be worn but must touch the kneecap.

The following are not allowed on formal or Informal dress days (boys or girls):

Hats, athletic pants, sweats, flannel pants, sagging pants, house shoes, rips & tears, visible body piercing (other than girls' ears), tattoos, symbols/messages incompatible with the OCS Christian philosophy.

MIDDLE SCHOOL

Formal Dress Days for Middle School

Girls' Formal Dress Day Attire:

- Girls may wear shirts, dresses or DRESS PANTS (no denim, capris or crops) With a nice shirt/blouse/sweater/jacket.
- Skirts and dresses MUST be touching the kneecap, not above the kneecap.
- No rubber flip flops on dress days.
- Slits in skirts/dresses are not to exceed 1" above the knee.
- No sweatshirts or casual t-shirts (a t-shirt that has writing on it)
- Shorts are not allowed on Wednesday Dress Days.

Boys' Formal Dress Day Attire:

- Khakis or slacks (no cargos) with collared shirt tucked in, neck tie & belt.
- If sweater worn, the collar & tie must show.
- No sweatshirts/fleece **pullovers** on dress day.
- T-shirts under dress shirt cannot have writing/images.
- No flip-flops or sandals. Closed toe shoe required.
- 7th and 8th graders-shorts are not allowed on Wednesday Dress Days
- 5th and 6th graders-nice jeans and dress shorts may be worn with a collared shirt. Ties are **NOT** required for 5th and 6th grade.

Informal Dress Days for Middle School

Girls' Informal Dress Day Attire:

- All pants (capris, crops, etc...) must be BELOW the knee.
- Skirts and dresses MUST be touching the kneecap, not above the kneecap.
- Straps on tops MUST be at least 2" wide (if two shirts are worn, one shirt MUST have 2" straps)
- No cleavage, undergarments or midriffs should show at any time.
- Appropriate undergarments are required.
- 7th and 8th graders may wear knee-length, non-athletic shorts from the beginning of school until Oct. 31 and from April 1st to May 21st. (Knee-length means at or touching the tip of the knee when standing. Non-athletic means: no basketball, cheer, board, volleyball, or spandex shorts. Acceptable styles include walking, dress, or cargo shorts. Denim fabric is acceptable, however, no cut-offs are allowed.)
- 5th and 6th graders may wear knee length, non-athletic shorts all year-(see above description)

Boys' Informal Dress Day Attire:

- Shirts with buttons must be buttoned within two buttons from the top.
- Hair should be clean, neat & trimmed above the collar & eyebrows as well as out of the face. Ponytails are not allowed.
- Boys must be clean-shaven at all times.
- Appropriate undergarments must be worn and not visible.
- 7th and 8th graders may wear knee-length, non-athletic shorts from the beginning of school until Oct. 31 and from April 1st to May 21st. (Knee-length means at or touching the tip of the knee when standing. Non-athletic means: no basketball, cheer, board, volleyball, or spandex shorts. Acceptable styles include walking, dress, or cargo shorts. Denim fabric is acceptable, however, no cut-offs are allowed.)
- 5th and 6th graders may wear knee length, non-athletic shorts all year-(see above description)

The following are not allowed for formal or informal dress days:

Shorts, hats, athletic pants, sweats, flannel pants, sagging pants, house shoes, rips & tears, visible body piercing (other than girls' ears), tattoos, symbols/messages incompatible with the OCS Christian philosophy.

HIGH SCHOOL

Formal Dress for High School

Girls' Formal Dress Day Attire:

- Girls may wear shirts, dresses or DRESS PANTS (no denim, capris or crops)
With a nice shirt/blouse/sweater/jacket.
- Skirts and dresses MUST be touching the kneecap, not above the kneecap.
- No rubber flip flops on dress days.
- Slits in skirts/dresses are not to exceed 1" above the knee.
- No sweatshirts or casual t-shirts (a t-shirt that has writing on it)

Boys' Formal Dress Day Attire:

- Khakis or slacks (no cargos) with collared shirt tucked in, neck tie & belt.
- If sweater worn, the collar & tie must show.
- No sweatshirts/fleece **pullovers** on dress day.
- T-shirts under dress shirt cannot have writing/images.
- No flip-flops or sandals. Closed toe shoe required.

Informal Dress for High School

Girls' Informal Dress Day Attire:

- All pants (capris, crops, etc...) must be BELOW the knee.
- Skirts and dresses MUST be touching the kneecap, not above the kneecap.
- Straps on tops MUST be at least 2" wide
(if two shirts are worn, one shirt MUST have 2" straps)
- No cleavage, undergarments or midriffs should show at any time.
- Appropriate undergarments are required.

Boys' Informal Dress Day Attire:

- Shirts with buttons must be buttoned within two buttons from the top.
- Hair should be clean, neat & trimmed above the collar & eyebrows as well as out of the face.
Ponytails are not allowed.
- Boys must be clean-shaven at all times.
- Appropriate undergarments must be worn and not visible.

The following are not allowed for girls on Formal or Informal dress days:

Shorts, hats, athletic pants, sweats, flannel pants, sagging pants, house shoes, rips & tears, visible body piercing (other than girls' ears), tattoos, symbols/messages incompatible with the OCS Christian philosophy.

The following are not allowed for boys on Formal or Informal dress days:

Shorts, sleeveless shirts/tanks, hats, athletic pants, sweats, flannel pants, sagging pants, house shoes, rips & tears, visible body piercings, tattoos, symbols/messages incompatible with OCS Christian philosophy.

GAME DAY TEAM ATTIRE

A team is allowed to wear school-issued TEAM warm-ups on game day ONLY with the coach's permission. The entire team must be dressed in the same warm up.
NO SWEAT PANTS ARE ALLOWED.

Dress Code Enforcement

Implementation and enforcement of the dress code relies heavily on the support and discretion of parents. It is the desire of the school to maintain an appropriate standard in an atmosphere of grace.

Dress code violations will be evaluated using a two-tier approach.

Out of Dress Code-Infractions difficult to be corrected at school. The student will not be admitted to class. Either the student must go home to change or a parent must bring appropriate attire to school. The student will be required to serve an ASD within two days to compensate for class time missed.

Dress Code Infraction-These infractions are more easily correctable at school. The student will be required to serve one of the following (student's choice): 1 KP, 1 ASD, or to come to school for the following two days in formal dress.

Since dress is by nature subjective, all dress policy decisions made by the administration will be final.

Dress Code and School-Related Activities

OCS students who attend are expected to observe the same standards of dress and behavior as that expected of them on the OCS campus.

Exceptions

Any exceptions to the dress/appearance code must be made by the administration to promote harmony, unity and purpose.

LUNCH PERIODS AND FIELD TRIPS

Lunch Period for Grades 1 to 4

1. It is imperative that everyone treat all cafeteria workers with respect.
2. Every child must have a lunch every day - either brought from home or bought in the lunchroom.
3. Lunches will be purchased through the classroom teacher.
4. Please do not bring microwave dinners or items that need to be heated for lunch.
5. **A drink from home needs to be provided if the student cannot drink milk. No soft drinks.**
6. Lunchtime is a time of training students in table manners and communication skills. Students will not be allowed to speak loudly or participate in behavior not conducive to a peaceful lunch environment.
7. Students will enter the cafeteria line single-file, avoiding 'cutting' or saving a place in line for others.
8. Make a single file line when you reach the serving area.
9. All students are responsible to see that the area where they sit is cleared of all debris when they are finished eating.
10. Students will be responsible for taking their tray to the proper disposal area and placing their trash in the can so that none falls on the floor.

Lunch Period for Grades 5 - 12

1. Fifth through to tenth grades are not permitted to leave campus for lunch unless exceptions are made by the Administration (sophomores are usually permitted to go out on Fridays the first semester and Tuesdays and Fridays the second semester.).
2. With a signed note from a parent, a student may go to lunch with a parent. Parents must check the student out at the school office.
3. Freshmen and sophomores are not allowed to go off campus with another OCS student, including siblings or relatives, even with a note from the parent
4. Students will be responsible for the cleanliness of their eating area, observing cafeteria rules, and complete cooperation with cafeteria supervisors.
5. All cafeteria workers should be treated with respect.
6. When you go to the back of the serving line wait your turn, it is unfair to others if you cut in line or ask someone to hold a place for you.

Lunch Check-out Policy for Pre-K to Grade 8

Parents may occasionally choose to take their child from campus for lunch. Parents should follow the school's check-out procedures when lunching off campus. Because a special meal together can be a wonderful time of bonding for parent and child, we request that parents **only take their child off campus for lunch**. When a child is taken for a special lunch, every effort should be made for them to be returned to school by the end of their scheduled lunch/recess period. Classroom teachers can supply specific times. **All lunches will be eaten in the cafeteria unless the principal grants special permission.**

Free or reduced cost lunches are available for those who qualify. If you would like to apply, please come by the Business Office.

Field Trips

Students are required to abide by all OCS school policies on field trips and will be subject to disciplinary action if a policy is violated.

TECHNOLOGY USAGE

ELEMENTARY

Elementary Library Media Center

The OCS Elementary Library Media Center provides resources for parents, teachers, and students pre-k through 6th. The library program enriches the learning experience through weekly library classes as well as special events throughout the year. Author visits, reading challenges, costume stories, holiday book fair, grandparent's book club and more provide a partnership between families and the library/media center to educate the whole student to glorify God. The OCS Elementary Library Media Center is open during school hours.

Parent volunteers are always welcome.

Cellular Phones and Electronics

Pre-K through 4th Grades

1. Cell phone use is not permitted during the school day. If cell phones are brought to school, they must remain in a student's backpack and be silenced. Violations of this expectation will result in the loss of the cellular phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).
2. If there is a second occurrence, the cellular phone will be lost for the duration of one week. Additionally, student use of cell phones will not be permitted during our afternoon pick-up process. Any communication between the parent and an elementary student should be funneled through the elementary office and/or the child's teacher. Thank you for your help with this matter.

Telephone Usage for Pre-K to Grade 6

Students are not to use the school telephones without permission from the office or teacher. Students MUST HAVE A PHONE PASS to show permission has been given.

MIDDLE SCHOOL and HIGH SCHOOL

HS/MS Library Media Center

The HS/MS Library Media Center provides educational resources and services for OCS students, teachers, and parents in grades 7-12. The HS/MS Library Media Center is a vital part of the total educational environment. The media specialist works closely with the classroom teacher in preparing projects that train students in using skills in critical-thinking, problem-solving, decision-making, and that utilize technology applications.

When school is in session, the HS/MS Library Media Center is open to students from 7:45 a.m. - 3:30 p.m. Monday through Thursday and 7:45 a.m. - 3:00 p.m. Friday. Additional time can be arranged with the Media Specialist. Web access to many excellent HS/MS Media Center resources is available at <www.ocssaints.org> and by logging into RenWeb - Classes - Media Center.

MIDDLE SCHOOL

Cellular Phones and Electronics

MIDDLE SCHOOL 5-8

Cellular phones are not allowed at anytime during the academic day. They can be used in the middle school office with permission from the office staff. School phones may be used with permission from the office staff or teacher.

1. Violations of this expectation will result in the loss of the cellular phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).
2. If there is a second occurrence, the cellular phone will be lost for the duration of one week.
3. If there are further occurrences, cellular phone use privileges may be permanently lost. Record keeping of each incident will be handled by respective offices.

Stereos, MP3/I-Pod players, CD players and electronic games:

These items will not be permitted during or between classes and may result in these items being confiscated.

HIGH SCHOOL

Cellular Phones and Electronics

HIGH SCHOOL 9-12

Cellular phones and pagers will not be permitted out in class and must be on silent if on campus. Improper use of these articles at school may result in these items being confiscated. At best, cellular phones increasingly have become a classroom distraction and at worst, a convenient way for students to undermine academic integrity.

Students will not use cellular phones during the academic school day, with the exception of lunch, without the expressed permission of members of the high school office. They can be used only in the lobby areas. Please turn them off at the beginning of the school day so they do not become a classroom distraction. Do not attempt to talk on, record, text-message, or take photographs using any cellular phone during the academic school day without "expressed" permission.

1. Violations of this expectation will result in the loss of the cellular phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).
2. If there is a second occurrence, the cellular phone will be lost for the duration of one week.
3. If there are further occurrences, cellular phone use privileges may be permanently lost. Record keeping of each incident will be handled by respective offices.

We want our students to have the benefits of this technology without the detriment that it brings to the model classroom environment. If students respect their fellow students and teachers by helping to protect the classroom atmosphere in this way, we will continue to allow them the use these phones in these designated areas. Parent, teacher and student support for this policy is vital to the academic environment of OCS.

Stereos, MP3/I-Pod players, CD players and electronic games:

These items will not be permitted during or between classes and may result in these items being confiscated.

Authorized Use of Technology Policy

-On campus, OCS students are permitted to access computers **designated for student use**. This access is a privilege, not a right.

- In the OCS school environment, each student is responsible for his/her use of technology resources whether provided by OCS or personally owned.

-A student **MUST** ask permission before using a personally owned laptop during a class or in the Media Center. While accessing OCS or personally owned technology resources on or near school property, in school vehicles, at school-sponsored activities, and via off-campus remote access, each student must act in an appropriate manner consistent with school rules and legal guidelines.

-OCS uses network monitoring software and Internet filtering software (as defined in the Children's Internet Protection Act) to filter objectionable materials.

-Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer or accessing the Internet is desired but not always possible.

-Please note: The OCS monitoring and filtering software is active only on the OCS computer network, not on personally owned technology brought from home.

-Neither OCS nor its employees shall be held responsible for any objectionable material that a student may intentionally or unintentionally access.

-In cases where a student views or reproduces inappropriate materials, he or she may be suspended from use of the computer and will be subject to disciplinary action.

-Any intentional act by a student that damages OCS technology hardware, software, operating systems, or data will be considered vandalism. Any intentional act that requires a person's time to repair, replace or perform corrective work on OCS technologies or data is also considered vandalism and will result in disciplinary action.

-Students should not trespass in another person's folders or work files. Students should not share logins or passwords.

-Students **MUST** never attempt to access a teacher's or administrator's work station.

CONDUCT AND DISCIPLINE

Philosophy of Discipline

Oklahoma Christian School believes the Bible is the standard for all rules of Christian discipline, and OCS seeks to apply its principles in the statement of this handbook. Our goal is to build a school that has standards and principles that will be pleasing to God.

OCS is a community of individuals committed to a love of God and one another. Students are challenged to pursue sound judgment, self-confidence, leadership, and strong moral character in a Christian academic environment. Achievement of these goals depends on holding to the standards that honor God and other people.

Therefore, we expect respect for authority and total compliance with the rules and regulations of the entire school, as well as in the individual classroom. We further expect parents/guardians, to encourage their student to comply with all the school regulations.

Parent Responsibility

1. Support the mission, purpose, and philosophy of OCS.
2. Support the school in requiring students to obey rules and regulations.
3. Strive to send students to school prepared to work and participate.
4. Maintain an active interest in the student's work.
5. Strive to insure punctual arrival and avoid absences.
6. Cooperate with school requests, i.e., read communications, signing and returning school forms, support in matters of discipleship.
7. Attend school conferences, open houses, and meetings.
8. Discuss school problems with parties most closely associated with the area of concern. Observe the "Matthew 18 Principle." Matthew 18:15-17 offers the following guidelines:
 - 1) Go to the person with whom there is a concern or conflict.
 - 2) If the issue cannot be resolved, then seek the help of the respective administrator.
9. Strive to support the school through family participation in a local church congregation.

Standards of Student Conduct and Behavior

Oklahoma Christian School has been established to serve and glorify God. In order to accomplish our purpose, it is important that students strictly adhere to OCS practices and procedures. Conduct and behavior should be practiced in a good, positive spirit as unto the Lord.

OCS students are expected to respond to authority with respect and a teachable spirit. Students are to conduct themselves in harmony with the principles on which OCS has been founded.

Conduct, which, by biblical standards, is immoral/illegal on or off campus by OCS students, will be cause for strong disciplinary action. Students who fail to be compatible with the standards of this school are subject to immediate dismissal.

Students are expected to exhibit acceptable Christian standards of courtesy, kindness, morality and honesty and embrace the following responsibilities:

- Personal character development
- Commitment to effort and quality of work
- Compliance with rules
- Care for school property and the property of others
- Living in harmony with others

When OCS students graduate, they ought to be:

- An Effective Leader
- An Honorable Servant
- A Person of Character

DISCIPLINARY PROCEDURES

Disciplinary Probation

A student may be placed on disciplinary probation as part of the disciplinary procedures described below. This status means that any act of unacceptable student behavior, as defined in this handbook, deemed serious or major by the Principal/Headmaster would result in immediate expulsion.

Suspension

There are two possible student suspensions: out of school suspension and in-school suspension.

Out of school suspension removes a student from the school community. A student that has been suspended from school may not participate in any school or co-curricular event, including practices.

In-school suspension isolates a student within the school community. A student that has received in-school suspension may not participate in any school or co-curricular event, including practices.

Expulsion

A student that has been expelled must remain outside of the school community for the remainder of the current semester plus one additional semester before making application for admission.

Conduct Review Panel

At the principal's discretion, a Conduct Review Panel may be assembled and consist of administration, teachers, and student leaders. This is not a judicial body with evidence review. The purpose of the panel is to facilitate, by recommendation, reconciliation between the student and the school community, student body, and administration.

Appeal Procedures

A student who has been expelled may petition to the school's Board of Directors for reinstatement. If an expelled student desires to be reinstated, the student must notify the Principal or Headmaster, who will notify the Chairman of the Board. A time for such a hearing will be set.

At the hearing, the student shall make his petition for reinstatement. The Board will consider the statement and get back to the parents in writing regarding the decision within a reasonable time. Decisions of the Board shall be final.

All students are advised that the Board of Directors does not intend to automatically reinstate any student who has been expelled. The Board may or may not grant reinstatement in cases of intentional violations of school rules, especially those regarding drugs, alcohol, theft or other serious moral offenses.

ELEMENTARY SCHOOL

Disciplinary Practices for Pre-K to Grade 4

Rules and regulations are imposed to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student. Oklahoma Christian School will provide an atmosphere of order that is essential in allowing a student to strive for a Spirit-controlled, Christ-like life.

OCS Elementary practices "Love and Logic" as our primary form of student discipline. Love and Logic is not a program; it is a philosophy. In the Love and Logic philosophy, the student "owns" the problem and has an active role in "solving" their behavioral issue.

Each teacher has been given a copy of *Teaching with Love and Logic*. It is the expectation of the principal that each teacher reads this book and reviews/refreshes annually.

"Love and Logic" has three basic rules:

1. Use enforceable limits
2. Provide choices within limits
3. Apply consequences with empathy

Expected Student Classroom Conduct

Respect for self, peers, and those in authority are paramount at Oklahoma Christian School. Respect should be taught and reinforced by the classroom teacher.

OCS students should:

- * Understand the value of stopping and making eye contact with adults.
- * Speak to adults in a friendly, respectful manner.
- * Shake hands with adults when appropriate.
- * Children should stand when an adult enters the room and a designated student greet the adult with a welcome and a handshake.

Admit System

Actions which result in disobedience, disrespect, lack of courtesy, disruptiveness, abuse of permission, and other types of behavior must not persist. Each student is responsible to be a steward of his/her attitude and responses to rules and regulations of the school.

Perpetual and consistent negative behaviors will not be allowed to go unchecked. When a student's behavior is deemed unacceptable or a school regulation has been violated, that student may be dismissed from class. In order to be allowed back into class, that student must have an "Admit to class" from the grade level office.

Should a student be dismissed from class or asked to go to the office for an "Admit," he/she should proceed directly to the respective office. The office will record and file the disciplinary action, including reason for asked to leave the class. An accumulation of admits will result in disciplinary action and could result in suspension or expulsion.

MIDDLE SCHOOL and HIGH SCHOOL

Disciplinary Practices for Grades 5 -12

Do Not Admit (DNA)

The student is not admitted to class until he/she checks into the office. DNA can be due to not being notified by parent regarding the student's absence on the previous day(s), or it could just be due to the office needing to obtain information from the student.

Delayed Lunch (DL)

High School only - served for 10 minutes at the beginning of the lunch period for each unexcused tardy or minor infractions.

Kitchen Patrol (KP)

This is served in the cafeteria. Students will help by cleaning tables and sweeping floors. Only brown bag or cafeteria lunch is allowed -No outside restaurant lunches may be brought to KP.

Detention: Middle School

Early Morning Detention (EMD) is served by the students in an assigned classroom on Thursdays from 7:00-7:45 a.m. The parent will always be notified.

Detention: High School

After School Detention (ASD) is assigned for various reasons which include missing classes, missing homework assignments, making up tests, or for behavioral or academic consequences. It is served by the students in an assigned classroom from 3:00 p.m. to 3:45 p.m. and takes priority over co-curricular participation.

Consequences: Middle School

1. Missing KP will incur an additional day for the first (1st) offense; two (2) additional days for the second (2nd) offense (a total of four (4) days); and EMD plus the four (4) days of KP for the third (3rd) offense.
2. Missing EMD will incur one KP in addition to the original EMD for the 1st offense; one day of EMD in addition to the original EMD and KP for the 2nd offense; a student/parent meeting with the principal will be scheduled for the 3rd offense.
3. Continual missing of KP and/or EMD may result in an "in-house suspension."
It is the student's responsibility to check the KP/EMD list each day.

Consequences: High School

1. Missing DL will incur the penalty of two (2) days of KP
2. Missing KP will incur the following:
 - an additional three (3) days of KP for first (1st) offense;
 - referral to administrator for second (2nd) offense;
3. Missing ASD will incur an additional one-day assignment. After missing the second day of ASD, parents will be notified and a program worked out to satisfy the offense.
4. Continual assignment of DL/KP will incur a referral to the principal/vice-principal's office.

Academic Integrity Policy

Students are gifted with minds given by God who created us. The primary goal of education is to stretch and grow the mind. By the middle and high school years, the teacher's function in this process is to push the student beyond merely recognizing or memorizing facts or information, but toward analysis, understanding, and wisdom. Anything that cheapens or short-circuits that process will undermine the value and meaning of grades, credits and ultimately, our school's diploma.

In order for this whole system to function properly and for our school to have integrity, we must expect and insist that each student do his or her own work. We will assume that an assignment turned in with an individual's name on it, is that individual's work.

Each teacher will be given great latitude to structure group work versus individual work; each teacher will also be empowered to make the decision as to whether a student is short-circuiting the process so that it is no longer within the boundaries of propriety or integrity. With this in mind, the following will be considered cheating:

- 1) All copying of answers or ideas on homework, quizzes or tests.
- 2) Gaining an unfair academic advantage over other students by such processes as
 - a) passing along (or willingly receiving) answers during quizzes or tests within a class period, or b) conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material, or c) taking "cheat sheets" into quizzes or tests and having them in eyesight during the quiz or test, d) the use of electronic devices to replicate assessed information.
- 3) Group study when a teacher has specifically expressed that individual work only is required.
- 4) All plagiarism (the taking of other's ideas or words and representing them as one's own, e.g. without proper citation).

A key part of *Academic Integrity* is protecting the process of learning. The process of research, preparation, studying and compiling information is fundamental to any assignment. Gaining an academic advantage based on someone else's work is discouraged, e.g. e-mailing study notes or material that was completed by another student.

The best way a student can avoid the suspicion of impropriety is to always do his or her own work and to protect that work from those who would want to take advantage. We believe it is more honorable, and will be to the long-term benefit of the student, to receive poorer grades that are the student's own than to take shortcuts and receive the accolades of a better grade. Ultimately, this is a matter of personal honor.

However, we believe this is so important that violations of the academic integrity policy will result in loss of credit for assignments and repeated violations will result in expulsion from Oklahoma Christian School by the process described in the OCS Student Handbook. (see page 51)

Bullying /Harassment Policy

OCS administrative procedure for harassment, intimidation, or bullying.

I. Statement of Philosophy

We recognize that student interaction in and around school is a necessary part of student development and school culture. Behavior at lunchtime and during breaks allows for more freedom as students get older and more responsible. We recognize there is a certain amount of cajoling, bantering, and student interaction, that is generally good-natured. Students acknowledge that there is some teasing within the school, but feel that there are acceptable strategies for dealing with this. Relationships between students are also a significant factor in enabling social skills and allowing each to progress.

OCS is committed to establishing an effective learning environment that promotes personal safety, respect, dignity and equality for all students. Moreover, OCS is committed to fostering a Christ-centered school community where the love of God and compassion of Jesus is foremost. OCS is also committed to establishing and maintaining a learning environment and school climate that is free from harassment, intimidation, and bullying.

It is the expectation that no one should feel left out or afraid, and it is the goal of the school that everyone can be safe and everyone can be respectful of others. It is understood that there will be C.A.R.E.

Create a climate where students know where to ask for help and how to ask for help.

Action to investigate immediately and document by the adult leadership of OCS.

Responding appropriately and follow through with consequences.

Effective understanding of circumstances will be sought with compassion and insight.

II. Definitions

- A. **Harassment**: Harassment in itself means to trouble, worry or torment, with repeated questions or attacks. The victim feels hassled and becomes very frustrated, as the harassment may be a continuous event.
 - B. **Intimidation**: Intimidation involves making someone else afraid, intentionally making them timid, or to force them in some manner by using threats of violence.
 - C. **Bullying**: Bullying is aggressive behavior or intentional harming of another person. Bullying occurs within an interpersonal relationship characterized by an *imbalance of power* that involves the exploitation of a less powerful person by one seeking an unfair advantage. It is repeated over time.
1. **Physical Bullying**: Harm to another student's person or property (e.g. threatening harm or gestures, tripping, hitting, starting fights, extortion, assaulting with a weapon, homicide).
 2. **Emotional Bullying**: Harm to another's self worth using remarks, insulting gestures, harassing /frightening phone calls, emails, text messages
 3. **Social Bullying**: Harm to another's group acceptance by gossiping, playing mean tricks, spreading rumors, racial insults, exclusion tactics, arranging public humiliation, undermining other relationships, or ruining a reputation.

III. Types of Harassment, Intimidation or Bullying Targets

- A. **Passive Targets:** Those who tend to cry easily, do not invite attack, are sensitive, lack a sense of humor, are thought to be pushovers by the bully, lack social skills, and are shy. They show insecurity, anxiety, and may be small for their age. They may be teased in a nasty way, called names, belittled, dominated, shoved, hit, kicked and/or have their belongings taken or damaged
- B. **Provocative Targets:** Those who tend to pester and irritate others, are clumsy, immature and restless, may have problems concentrating, may be characterized as hyperactive, provoke attacks repeatedly, and display a quick temper and will fight back. They are often insecure, unhappy and have a negative view of themselves. They may be actively disliked by the whole class (sometimes including the teacher and other adults) and may try to bully weaker students.

IV. Reporting Bullying

- A. Any student who is or has been subjected to bullying is encouraged to report all such incidents to his or her principal, vice-principal, or teacher. It is the duty of any employee who has knowledge of possible bullying of a student to report the incident/s to the appropriate administrator.
- B. It is the responsibility of students who witness bullying behaviors against another student to report the behavior to a teacher or other supervising adult in close proximity at the time of the incident. Students who stand by when a student is being bullied, in essence, are giving tacit approval to the behavior and could be considered "inactive participants."
- C. All reports of bullying should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
- D. All formal or informal bullying complaints shall be promptly investigated as quickly as is reasonably possible.

V. The following objectives shall guide the investigation and resolution of bullying.

The appropriate school administrator will:

- A. Determine if incident may be defined within school policy on bullying.
- B. Deal with incidents immediately. Prompt, sensitive attention should help all parties find resolve and prevent issues from becoming more complex.
- C. Investigate the incident by interviewing alleged victim and alleged bully/bullies. Interview bystanders in the spirit of finding a solution for all concerned.
- D. Take some short-term measures while facts are being determined.
- E. Document and keep factual notes in the offending student's file and/or in student discipline card file.
- F. Assign consequences and ensure that appropriate consequences are understood for the violation of this policy.
- G. Make proper communication with parents.

DRUG AND ALCOHOL FREE CAMPUS POLICY

Whenever it appears to any OCS staff member that a student may be under the influence of alcohol or drugs that staff member shall report the matter, upon recognition, to the appropriate principal, his or her designee or the Headmaster if neither the principal nor designee is immediately available. The principal or designee shall immediately notify the Headmaster of the matter. The student's parent or legal guardian of the matter shall also be notified as soon as reasonably possible.

If an OCS staff member has any evidence giving rise to suspicion of substance abuse such evidence shall be immediately reported to the appropriate principal or the Headmaster. As soon as reasonably possible thereafter, appropriate and adequate action will be taken to investigate the matter, including, without limitation, searching or allowing to be searched those areas in the students control including, without limitation, backpacks, lockers and automobiles, testing for drug use, which testing may include breath tests or other common sobriety tests, document the steps and findings of the investigation and to report the conclusions of such investigation to the student and parents of the student, as the principal and Headmaster deem appropriate.

OCS Administration may also, at its discretion, invite law enforcement or other qualified personnel to conduct random searches or assist in a specific search on OCS property. Such a search may include any and all personal property of students and faculty.

If an OCS staff member has received what he or she believes to be proof of substance abuse, including but not limited to a student who tests positive for drug use or a student is found to be in possession of drugs or drug paraphernalia or is under the influence of drugs, the student will be suspended and otherwise disciplined according to OCS policy, including expulsion and/or the filing of criminal charges, at the discretion of the appropriate principal and the Headmaster.

Any drug prescribed by a physician for use by a student must be in a container which includes the prescription, and possession of a drug without a prescription shall be sufficient evidence of chemical abuse requiring further investigation. Possession by a student of a prescribed drug in a manner which complies with this policy may be verified with the parent or guardian of the student. Prescribed drugs are drugs being used by a student under a current, valid doctor's prescription and used in the manner prescribed.

Drug test results, positive or negative, are not required in order to establish a violation of this policy on chemical abuse. Any violation, proven to the satisfaction of OCS Administration, will subject the violating student to the procedures set out under the section herein relating to consequences for positive chemical abuse test results.

I. Chemical Abuse Testing Definitions

- A. **"Alcohol"** means any substance as defined in Title 37, Oklahoma Statutes, Sections 163.2 or 506.
- B. **"Drugs" or "illegal drugs"** mean any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose or, otherwise as defined in Title 63 Oklahoma Statutes, Section 63-2-101. And, the use of the term drugs or illegal drugs shall also include alcohol and performance enhancing drugs.
- C. **"Drug Paraphernalia"** means equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
- D. **"Drug use test"** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof.
- E. **"Medical Review Officer" (MRO)** means a physician with specialized training and certification in the evaluation of drug test results. The MRO is tasked with the review of all confirmed positive laboratory test results, notification of the student's parents or legal guardians and verification of any prescription medications the student may be taking. The MRO will make a final determination of the result status based on this review prior to test results being reported to the designated contact at OCS.
- F. **"Performance enhancing drugs" or "steroids"** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions and which would not be prohibited by the Oklahoma Secondary School Activities Association for a student's use.
- G. **"Positive"** when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- H. **"Possession"** means having the item in issue (e.g. drugs) on one's person or knowing of the presence of the substance and having physical control of it (actual possession), or having the power and intention to control the substance (constructive possession) such as by the owner of a motor vehicle, locker, package or case, or by the driver of a motor vehicle or the one in possession of the package or case, if the owner is not present, who is keeping or allowing to be kept in the vehicle, package or case the item in issue (e.g. drugs).
- I. **"Random selection method"** means a basis for selecting students for drug testing that: Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected and does not give the school discretion to waive the selection of any student selected under the mechanism.
- J. **"Reasonable suspicion"** means a suspicion of substance abuse based on specific observations made by OCS staff of the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or plausible information of substance abuse by a student supplied to OCS staff by other students, staff members, or patrons.
- K. **"Substance abuse"** means the possession of or use by an OCS student of drugs or alcohol or both.

II. Procedures for Substance Abuse Testing

Each OCS student enrolled or enrolling in grades 7 through 12 (herein referred to as a "student") shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student and his or her parent or custodial guardian. The form is the consent of both the student and his or her parent or guardian that the student will provide a urine sample for purposes of testing in accordance with this policy, under the following circumstances: (a) when the student is selected by the random selection method to provide a urine sample; and (b) at any time when there is reasonable suspicion to test the student for substance abuse. No student shall be accepted for enrollment at OCS unless the student has returned the properly signed "Student Drug Testing Consent Form."

As often as OCS Administration deems appropriate, students will be chosen for drug use testing on a random selection basis from a list of all students. OCS Administration will determine the number of student names to be drawn at random to provide a urine sample for chemical abuse.

In addition to the drug tests required above, any student may be required at any time to submit to a drug use test when any OCS staff member has reasonable suspicion of substance abuse by that student. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the OCS Administration.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to provide every reasonable safeguard to the personal and privacy rights of the student, obtained in a manner designed to minimize intrusiveness, while taking into consideration the accuracy and integrity of the testing process. The Headmaster or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Headmaster's decision will be provided and his/her decision shall be conclusive in all respects. Every OCS student has the right to appeal a decision by OCS regarding disciplinary procedures for chemical abuse in accordance with the appeal process set out in the student handbook. Any necessary interpretation of this policy in carrying out the general intent of this policy shall be in the sole and exclusive judgment and discretion of the Headmaster and shall be final and non-appealable.

III. Consequences for Positive Chemical Abuse Test Results

Any student who tests positive in a drug test under this policy shall be subject to the following procedures, requirements and restrictions:

The parent/guardian will be contacted immediately and a conference will be scheduled with the Principal, to present the test results to the parent/guardian. The Headmaster will be notified of the positive test results. Then, a meeting will be conducted with the student and the parent/guardian concerning the positive drug test.

FIRST OFFENSE: Upon receipt of the first positive drug test result, to continue as a student in good standing at OCS, the student and parent/guardian must do the following:

- (1) As soon as possible but at least within thirty (30) days of meeting with the student, show proof that the student has been the subject of a substance abuse assessment from a qualified drug treatment program or counseling entity and provide the Principal with the written recommendation from that entity as to the need for counseling or treatment, or that there is no such need for such counseling or treatment;
- (2) The student must immediately begin any counseling or treatment recommended by the treatment program or counseling entity, provide OCS Administration with proof (satisfactory to OCS) of any required attendance and/or participation by the student, and provide written confirmation of the successful completion of such treatment or counseling;
- (3) Agree to submit to up to three (3) subsequent drug tests, at the expense of the parents or guardian of the student and to be administered at the discretion of OCS Administration throughout the remainder of the then current school year, but no more often than one (1) test per month, unless there is reasonable suspicion of another violation of this policy, and agree to submit to one (1) test prior to the beginning of the subsequent school year, in accordance with the testing provisions of this policy;
- (4) At the sole discretion of OCS Administration, the student may be removed from any or all co-curricular activities for a defined period, and the appropriate sponsors or coaches of such co-curricular activities will be notified.
- (5) If parent/guardian and student agree to and comply with these provisions, the student may continue enrolment at OCS, though the student remains subject to all other rules, procedures, policies and discipline of OCS. Should the student or the parent/guardian not agree to these provisions the student will not be admitted to OCS.

SECOND OFFENSE: Positive results for substance abuse on any subsequent drug test (as described herein) may result in expulsion of the offending student at the sole discretion of the OCS Administration.

THIRD OFFENSE: Subsequent to a second violation of this drug policy, any violation of an OCS policy regarding substance abuse or other serious behavioral infraction shall result in expulsion of the offending student.

Refusal to Submit to Drug Use Test

If any student refuses to submit to a drug test or intentionally evades or tampers with a drug test authorized under this policy such action will be treated as a positive test result. Students will be allowed up to two (2) hours if unable to immediately provide a urine sample when required under this policy.

IV. Self Reporting or Parental Reporting

Without any prior offense of this policy, any student who reports his or her own violation of this policy, or any parent who reports his or her child's violation of this policy will be handled under the procedures for a first offense, but with due consideration for the cooperative nature of such a confession.

V. Assurances Provided to Students

Results of student drug tests will not be disclosed to law enforcement unless required by applicable law or order of court.

Results of student drug tests will be destroyed when the student graduates from OCS or when OCS is provided with evidence of graduation from another high school.

All positive drug tests will be reviewed by a certified Medical Review Officer (MRO) prior to results being reported to OCS.

There will be no negative academic consequences resulting from the time required for drug testing under this policy.

Except where dissemination of information is required to carry out, administer or enforce this policy, OCS will maintain as confidential all student information taken and required under this policy.

Sexual Immorality Policy

The Bible speaks clearly against all forms of sexual immorality (see, e.g. 1 Thess. 4:3-8, Matt. 15:19) and requires that we refrain from even the appearance of evil. Therefore, OCS may exercise its right, following what OCS in its sole discretion, deems to be an appropriate and adequate investigation based on the circumstances, to refuse enrollment to a prospective student or to take disciplinary action (up to and including expulsion) against any student who engages in sexual immorality, as OCS interprets the Bible to define sexual immorality, including, without limitation:

- (a) Engaging in sexual acts outside of marriage,
- (b) Professing, by words or overt actions, to be a practicing homosexual/bisexual, or is known by others to be a practicing homosexual/bisexual, or
- (c) Openly supporting or otherwise promoting such practices (see Leviticus 20:13, Romans 1:27).

Sexual Harassment Policy

It is OCS's policy that all employees, volunteers and students have a right to work and study in an environment where the dignity of each individual is respected. For that reason, we expect all employees, volunteers and students to accomplish their work and study in an efficient and reasonable manner with concern for the well being of their fellow employees, volunteers and students. Any harassment of employees, volunteers or students by employees, is not permitted regardless of their relationship or status.

This Policy sets forth rules and regulations to be followed by all employees, volunteers or students of OCS with regard to the issue of sexual harassment.

1. "Employee" means any person who is employed by OCS and who is authorized to act on behalf of OCS, whether that person is acting on a temporary or permanent, full or part-time basis.
2. "Volunteer" means any person who volunteers his or her services to OCS and acts as a representative of OCS, without being compensated, whether that person is acting on a temporary or permanent, full or part-time basis.
3. "Student" means any person who is enrolled in any OCS school program.
4. In the case of an OCS employee, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of any employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive working environment.
5. In the case of an OCS student or volunteer, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature by any person toward a student or volunteer.
6. All employees, volunteers and students are strictly prohibited from engaging in any form of sexual harassment of any employee, volunteer, student or applicant for employment. Any employee, volunteer or student engaging in sexual harassment will be subject to appropriate disciplinary action. The disciplinary action will be based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, content and gravity of such activities or incidents.

Any employee, volunteer or student who is or has been subjected to sexual harassment or knows of any employee, volunteer or student who is or has been subjected to sexual harassment should promptly contact the Headmaster. Employees, volunteers or students who, for whatever reason, feel uncomfortable reporting such to the Headmaster may report the harassment directly to any of the three Principals. Employees, volunteers and students are encouraged to report complaints and work with OCS to resolve problems involving sexual harassment. The ability to resolve these kinds of problems is dependent on each person's cooperation in reporting incidents which create an offensive or hostile school or work environment. In the event a complaint is reported, a confidential investigation will be undertaken immediately. Any employee who is subjected to a job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

Serious Behavioral Infractions

The following are unacceptable for an OCS student in all situations. Behavior of this nature is clearly in violation of the mission of our school. Students are expected to attempt to actively disassociate from the following. Disciplinary measures will be taken as specified or as deemed necessary. The developmental age of the child and individual circumstances will be taken into consideration.

1. **Cheating:** Plagiarism. Everyone who submits written work in the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he must make clear what is his and what is not. Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school, and more seriously, the Lord. Anyone involved in an act of cheating will be subject to the following action:
(a) Parent conference and a 0% on the work/test for the first (1st) offense; work/tests that are retaken may be given credit for a maximum of 50%;
(b) Suspension and a 0% on the work/test for the second (2nd) offense; and
(c) For grades 7 – 12, expulsion from OCS for the third (3rd) offense.
2. **Inappropriate Language or Verbal Abuse:** Verbal or written abuse, profanity or any inappropriate language in any form is unacceptable at all times and may result in suspension.
3. **Vandalism:** Anyone who damage to the buildings or school property, whether accidental or intentional, will be held responsible. Intentional disrespect for school property or another student's property, will also result in disciplinary action.
4. **Fighting:** All fighting will result in suspension.
5. **Drug Use:** See Drug Testing policy (page 45)
6. **Sexual Immorality:** See Sexual Immorality policy (page 49)
7. **Bullying and Harassment:** See Bullying and Harassment policy (page 43)
8. **Sexual Harassment:** See Sexual Harassment policy (page 50)
9. **Stealing:** Students who steal will immediately be suspended and/or possibly expelled.
10. **Use of Tobacco in Any Form:** Use or possession of tobacco in any form will not be permitted anywhere in the school buildings, on the school grounds, at any school-sponsored activity, or any place where a student may be recognized as an OCS student. A student found guilty of this will automatically be suspended.
11. **Dangerous Weapons And Distracting Items:** No person may have any kind of weapon on school grounds or at any school-sponsored function. This includes any lethal instrument. Students guilty of this may be expelled.
12. **Pornographic Material:** Possession of such material including the misuse of the OCS Internet is unacceptable and will result in suspension. (see AUP page 36)
13. **Arrested for an Alleged Criminal Offense:** This may involve immediate suspension or expulsion.

Other Behavioral Infractions

1. **Falsifying Parental Signatures:** It is a serious offense to falsify a parental signature. The student may be suspended for so doing.
2. **Public Display of Affection (PDA):** Embracing or kissing on the OCS campus or at school activities is not appropriate. Students engaging in displays of affection which school officials consider inappropriate will incur consequences.

ADDITIONAL INFORMATION

Pets at School Pre-K-4th Grades

Do to students having allergies, please do not bring your pets to school. This includes when you come for inside pick-up or to check your student in/out. Any request to bring a pet to school will need to be coordinated with the child's teacher so that the student's will be able to go outside.

Personal Data

If a student or parent has a change of information such as a legal name change, address, phone number, or custody information, this **must be reported to the office. Also, please notify the office about any business or emergency phone number changes.**

School Directory

A school directory will be published and offered for sale. If you do not want your phone number or address listed, please notify the business office.

Lost and Found

All student belongings (texts, shoes, notebooks, etc.) **must** be clearly labeled with the student's name. A "Lost and Found" will be kept in the school offices. **Students should check in the office immediately when they have lost an item.** The office will make an attempt to return all labeled items to their owner. Items not labeled or unclaimed after a reasonable amount of time will be disposed of or given to a charity. For students in grades 7 - 12, the Principal may assess a fine if students are negligent continually.

Gift Exchanges for Pre-K to Grade 4

Students should not bring gifts (Birthday, Christmas, Valentine's Day) for other students to be exchanged at school. Please do not bring or have balloons delivered to school. While this may be a fun thing to do, it is distracting to have them in the classroom all day.

Telephone Messages

Except for an emergency, a student or a faculty member will not be called to the telephone. A message may be left for delivery between classes. Please try to make arrangements for transportation, appointments or after school activities with your child before they come to school.

Class Dues

Students may be assessed class dues in order to expedite class functions approved by the Class Sponsors and Principal. The Class Sponsors will send specific information home.

Past Due Accounts

All accounts must be paid in full, or an approved plan for payment in effect before allowing a student to enroll for a new school year.

Academic records, transcripts and report cards are not issued in cases where a family has a balance past due. Outstanding charges whether lunch services, library fines, tuition payments, course fees, athletic charges, or fundraiser monies must be paid before the school office will release academic records or reports.

Anti-Harassment

Oklahoma Christian School is firmly committed to maintaining an academic environment free of harassment and intimidation. Harassment of any student/administrator on the basis of age, sex (with or without sexual conduct), religion, race, color, national origin, ancestry, disability, marital status, sexual orientation, veteran's status, citizenship, arrest and court record, and/or protected activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process) is absolutely and strictly prohibited.

We encourage all students to promptly report complaints to the Principals or Headmaster.

Failure to observe this policy may result in disciplinary action, up to and including, expulsion.

CO-CURRICULAR

The OCS Mission

To partner with families in educating the whole student to glorify God.

The Purpose and Philosophy of Athletics at OCS

The purpose and philosophy is to use athletics and activities as a means to fulfill the OCS Mission. To this end our athletic program will strive to develop the whole person. Competition and cooperation are excellent ways to teach Christian character, for the athletes, supporters, and adults.

Competition provides an arena to react under pressure. The Christian walk is not just about acting, but about how we react to the adversity of life.

The spiritual goal for the athlete is to conduct himself or herself in such a way that his words and actions emulate those of Jesus Christ. All that is done, emotionally, physically, and mentally, is to be done for the glory of God.

The spiritual goal of the parents and fans is to not let any word or action betray the love of Christ. Competition provides an excellent opportunity to demonstrate principles of the Kingdom. First, that God is sovereign and His children trust Him with the circumstances of life. Secondly, that godliness and love for others will embrace the spirit of competitiveness at OCS.

Interscholastic Competition

Interscholastic - Existing or conducted between or among schools.

Competition - 1) The act of competing, as for profit or a prize; rivalry;
2) A test of skill or ability.

Perhaps the harshest reality of life on this earth is losing. We lose loved ones; children lose pets; adults lose jobs; and our earthly things do not endure. Losing brings pain, sorrow, and dejection. No parent wants these life realities for their children.

The very nature of competition produces “losers”. Whether competing for a place on the team, for the opportunity to play in a game, or for a championship, someone is going to experience pain, sorrow, and dejection. The Scripture provides this challenge:

“Consider it all joy, my brethren, whenever you encounter various trials, knowing that the testing of your faith produces endurance...” James 1:2, 3

Interscholastic competition is much different than full participatory activities. Many children’s programs today provide rules that mandate playing time and uniforms for everyone. These programs are *intramural* and tend to discourage individual competition.

Intramural - Carried on within the bounds of an institution or community.

OCS is an active member of the Oklahoma Secondary Activities Association and conducts a fully competitive interscholastic sports program. The school, therefore, employs coaches to develop individuals and teams **for competition**. This means that they will test the skills of individual athletes as well as build teams to compete with other school teams.

Roles and Responsibilities

Coaches: It is the responsibility of the coach:

1. to be a steward of his/her personal relationship with Jesus
2. to adhere strictly to the rules set forth by the Oklahoma Secondary Schools Activities Association (OSSAA)
3. to serve Oklahoma Christian School as an ambassador of good will, loyalty, and Christian commitment

Student-athletes: It is the responsibility of the student-athlete:

1. to strive to represent the Kingdom of God, the Christian home, and the mission of OCS
2. to adhere to the rules of OCS
3. to prioritize academics, the classroom, and studies over sports
4. to respect the OCS mission statement
5. to strive to follow the “biblical guidelines for sportsmanship”
6. to follow the *Matthew 18 principle* in dealing with coaches and school officials

Biblical Guidelines for Sportsmanship

1. Applaud and respect the efforts of the opposing teams. Remember, their parents are here and proud of their kids too.

“...do not merely look out for your own personal interest, but also for the interest of others.” Philippians 2:4

2. Be aware of anger and hateful emotions that surface in the “heat of the battle” -- emotions that are selfish and do not honor God.

“But I say, walk by the Spirit and you will not carry out the desire of the flesh.” Galatians 6:16

3. Do not insult the officials (you do not have to agree with every call, but you should never lower yourself to degrading remarks).

“Let no unwholesome word proceed out of your mouth, but only such a word as is good for edification according to the need of the moment that it may give grace to those who hear.” Eph. 4:29

4. Seek to demonstrate the reality of Jesus Christ in your life by your positive spirit. Remember, much of what happens tonight won't matter in eternity, much less in one week.

“For you have been bought with a price; therefore glorify God in your body.” I Corinthians 6:20

5. Let your team know that you support them; win or lose, we stand behind our kids
“...encourage one another, and build up one another...” I Thess. 5:11

Conduct in competition
will expose your heart.

Prepare your heart
as you prepare your body.

Win with humility,
lose with grace

OSSAA Requirements

Oklahoma Christian School is a member of the Oklahoma Secondary School Activities Association (OSSAA) and will follow their rules and regulations.

Absolutely no recruiting of athletes

There shall be no recruiting of athletes. Students should NOT be encouraged to move to OCS strictly or primarily to engage in athletics.

Students interested in attending OCS for the purpose of a Christian education may contact a school admission officer. These students must assume that they will lose one year of eligibility to participate in Varsity athletics upon transfer to OCS.

Coaches will refrain from making any comments or gestures that could be misinterpreted concerning a student athlete transferring for athletic purposes. Seriously or jokingly telling a student that OCS would like for that athlete to play at OCS is considered recruiting.

Student athletes are cautioned about contacting or persuading students to transfer to OCS for athletic purposes.

Academic Requirements

A student must be able to successfully meet the daily demands of the classroom and then meet the extra demand of competitive athletics. Because of this, the student must demonstrate the ability to meet minimum academic standards.

OCS will follow the OSSAA's guidelines regarding eligibility.

Medical Release Requirement

All athletes must have a physical examination before the season starts which includes the try-out procedure. It will be the athlete's responsibility to have a physical exam.

Co-Curricular and Athletic Eligibility

Guidelines for participation in extracurricular activities are:

1. A student may be removed from eligibility by the Principal or Headmaster for disciplinary action.
2. Eligibility starts on the third week of the semester. Grades are figured on the entire semester, not weekly.
3. The basic rule of OSSAA is that any student who receives an "F" in any class in one week will be placed on probation for the following week. If at the end of the probationary week the student has all passing grades, then the process stops here.
4. However, if the student still has a grade of "F" in any class at the end of the probationary week, he/she is ineligible for the entire following week and will stay ineligible until all grades are raised to passing. A week is considered from Monday through Sunday.
5. If the student is ineligible, he/she may not suit up during the ineligible period.
6. If a student is absent more than three (3) class periods in one (1) day, he/she may not practice or participate in events that same afternoon or evening.

Hardship Eligibility

In very specific instances a student may face a circumstance that is deemed a "hardship" by OCS and the Oklahoma Secondary Activities Association (OSSAA). A student and family can determine whether a hardship exists by meeting with the OCS athletic director.

For clarification purposes, it must be understood that one may not "get" a hardship. The criteria for hardship is described and applied to existing conditions with the school transfer.

Student Requirements for Participation

Off-the-Field Behavior

1. To wear an OCS uniform is a distinct privilege. A student-athlete will immediately jeopardize his/her uniform or position on a team with behavior off the field that is illegal, immoral or otherwise deemed to be detrimental to the team.
2. Continual infractions of in-school behavioral policies will result in co-curricular participation restrictions for the student. **The expulsion from co-curricular activity is a possibility.**
3. Obligations/duties that are not performed in relation to school policies or activities may result in restriction for the student. Participation in practices or competitions could be affected.

On the "Field, Court, Place of Competition" Behavior

The moral and honorable behavior expected in the classroom is expected during practice and in competition. Athletics and activities provide an excellent opportunity for OCS to demonstrate the transforming power of Christ.

1. Students who commit an infraction of the school policy codes for behavior in practice or in competition could be subject to expulsion from participation in athletics.
2. Behavior that is argumentative and combative towards coaches, game officials, teammates, or opposing players and fans will be subject to restrictions of participation. Continual misconduct could lead to exclusion from the sport.

Practice Times/Gym Scheduling

All varsity and junior varsity practices are after school. Practice times will vary in length, with most practices lasting approximately two (2) hours. On Wednesdays, practices must be completed by 5:45 p.m.

In certain instances coaches may schedule early morning practices or Saturday practices. At such times, the coaches will submit the times to the athletic director and give two days notice to the student-athletes.

Sunday Practices

Practices are NOT to be scheduled at any time on Sunday. OCS students will not be required to attend meetings or formal practices on Sunday. Only under special circumstances may a coach appeal to the athletic director for a Sunday activity.

Practice Requirements

If an athlete cannot be at practice, he must notify his coach and arrange an appropriate makeup time or activity.

If possible, do not schedule appointments during school or practice time. If an athlete does have an appointment, be sure to notify the coach ahead of time.

Being late to or missing practice or games will result in making up that time after practice and/or a loss of privileges. Example: Loss of playing time, not being allowed to suit up for a game or games, etc.

Each sport may have a required practice gear that must be worn at all practices.

Arrangements must be made for transportation to and from the school for sports practices. It is the responsibility of the parents to know how their child is getting to and from practice.

Determining Playing Time During Games

The OCS sports program is inter-scholastic and competitive in nature. The coaches will strive to compete in such a way as to "win the prize."

The coach will make decisions to determine playing time. This is based on a player's athletic ability, practice, work habits, cooperation with teammates & coaches, the "chemistry" on field of play, current game situation, and many circumstances that the coach deals with daily. Playing time is a coaches "judgment call".

The team concept places high value on the athlete's overall contribution to the team's effort. Playing time is not the only avenue for contribution.

Coaches appreciate parent feedback but parents who wish to meet with coaches for the primary purpose of increasing their child's playing time may not be granted a meeting. These types of meetings can be detrimental to the team's unity and overall goals. These types of conversations should begin with the student-athlete to the coach.

Qualifying for a "LETTER" in a sport

The following criteria need to be met for a student to "letter" in a sport.

1. The student-athlete must participate in a varsity level sport by consistently attending all varsity practices.
2. The student-athlete must receive a varsity jersey/uniform.
3. The coach of each respective sport has the right to clarify additional specific requirements for "lettering" in their own sport.

Success

Success is not the key to pleasing God,
pleasing God is the key to success

Success- Attaining one's best as a faithful steward of God's gifts and abilities

What does God require: "to do justly, and to have mercy, and to walk humbly with the Lord." God desires that man be reconciled and the divine plan for man is to be redeemed to the glory of God. God defines success in most instances quite differently than man. Participants in the OCS athletic program must prioritize the Gospel of Jesus Christ, virtue and honor above the desire to win games.

Coaches are to prioritize the character of achievement. Success is to be measured by achievement of those things God desires.

TO BE EDUCATED

By Carolyn Caines

If I learn my ABC's, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language,

I have not been educated.

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books--the Bible--and have no knowledge of its personal importance,

I have not been educated.

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart,

I have not been educated.

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One who orders our universe,

I have not been educated.

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

I have not been educated.

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

I have not been educated.

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

I have not been educated.

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

I have not been educated.

If I become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Christ,

I have not been educated.

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling His purpose for me,

then, I have been educated!



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